



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, LARGE TAXPAYERS OFFICE
Plot No. 20, Mauve Area, G-9/1, Islamabad**

TENDER NOTICE NO. 01 / 2026-2027

**FOR SUPPLY OF STATIONERY, UNIFORMS, COMPUTER STATIONERY & OTHER
ITEMS AND PROVISION OF MISCELLANEOUS SERVICES & REPAIR WORKS**

Large Taxpayers Office Islamabad invites electronic bids from GST/ Income Tax Registered and Well-reputed Firms having their registered office in Rawalpindi / Islamabad for Office Stationery, Computer Stationery, Uniforms, Other Store items, Rendering of various Services and Miscellaneous Repair Works (As Detailed) to the Office at Plot No. 20, Mauve Area, G-9/1, Islamabad through Single-Stage One-Envelope on following basis;

S. No.	Goods
I	Stationery
II	Uniforms & Protective Clothing
III	Other Store Items
IV	Computer Stationery
V	Others
S. No.	Services
I	Janitorial Staff
II	Security Guards
III	Lift Operator / Maintenance
IV	Electrician cum Plumber
V	Air Conditioner Mechanic
VI	Drivers
S. No.	Repairs
I	Repair of Transport
II	Repair of Machinery & Equipment
III	Repair of Furniture & Fixtures
IV	Repair of Computer Hardware
V	Repair of I.T. Equipment

TERMS AND CONDITIONS;

The intending bidders participating in the bidding process shall provide/upload (on PPRA Website) the following Documents;

1. Company / Firm Profile.
2. NTN and Sales Tax Registration Number having ATL status.
3. Affidavit declaring that the Company is not blacklisted by any Government Department, Federal or Provincial.
4. Statement of Standing Experience in the relevant Business.
5. Any other formality / document that may be required by the Department.
6. Items for S. No. I to V, under the head Goods, shall be purchased on quoted rates up to 30.06.2027.

INSTRUCTIONS FOR BIDDERS;

1. Tender Documents of the above mentioned Goods/Services/Repairs may be downloaded from **PPRA/EPADS 2.0** before the closing date.
2. Rates should be quoted serial-wise as per Tender Documents inclusive of taxes (where applicable). Income Tax withholding will apply as per prescribed rates.
3. The electronic bids must be submitted using E-Pak Acquisition and Disposal System **EPADS Version 2.0** on or before **24-09-2026** at **11:00 p.m.** Manual bids shall not be accepted. The uploaded bids will be opened by the **Departmental Purchase Committee** in the presence of bidders or their representatives virtually on **24-09-2026** at **11:30 p.m.** on the same day.
4. Bid money of **Rs. 50,000/- (Refundable)** for each category in the name of **DDO, LTO, Islamabad** in the shape of Pay Order should accompany with the quotation.
5. For **S. No. I to VI**, under the head **Services**, are required on full-time basis. For **S. No. I to V**, under the head **Repairs**, vendors shall be placed on panel/pre-qualified and repair work shall be undertaken on need basis as and when required.
6. Separate bid for each category/item is required to be uploaded, failing which the bid would be cancelled.
7. Agreement will be executed initially for a period of one (1) year for **S. No. I to VI**, under the head **Services** which will be mutually extendable for further **One (01) Year** on the same terms and conditions at maximum of 10% increase. However, the agreement can be terminated by either party through one month written notice in this regard.
8. The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under **Rule-33, Public Procurement Rules, 2004**.
9. In case of shortfall in supply/services during the year, the bid security will be forfeited in favour of Government and firm will be black-listed, along with any other punitive measures that may be taken.
10. The supplies shall have to be according to specifications / samples as approved by the Purchase Committee. Items supplied if found Faulty/Defective shall be replaced. A firm can apply for only one or multiple items keeping in view its expertise and capacity to supply/ delivery. Incomplete bids / offers will not be considered in any case.
11. The Purchase Committee shall announce the results of bid evaluation to the firm of a report giving justification for acceptance or rejection of bids prior to the award of procurement contract.



Muhammad Saqib Abbasi
Secretary Purchase Committee
LTO, ISLAMABAD
Phone No. 9106612, 9106136



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, LARGE TAXPAYERS' OFFICE
Plot No. 20 Mauve Area, G-9/1, Islamabad**

TENDER DOCUMENT

FINANCIAL YEAR: 2026-2027

**FOR PROCUREMENT OF OFFICE STATIONERY, COMPUTER
STATIONERY, UNIFORMS, STORE ITEMS, MISCELLANEOUS
SERVICES AND REPAIR WORKS**

NAME OF FIRM M/S _____

**FURTHER TO OUR ADVERTISEMENT IN THE PPRA, EPADS 2.0 AS WELL AS IN
NEWSPAPERS FOR PROCUREMENT OF OFFICE STATIONERY, COMPUTER
STATIONERY, UNIFORMS, STORE ITEMS, MISCELLANEOUS SERVICES AND
REPAIR WORKS, YOU ARE INVITED TO SUBMIT YOUR BIDS IN THE LIGHT OF
DETAILS GIVEN BELOW**

1. **CONTRACT**

The Contract shall mean the agreement entered between the parties i.e. "Purchaser" (Large Taxpayers Office) and "Seller/Provider" (Bidder).

2. **DETAILS OF ITEMS/SERVICES/REPAIR WORK**

As per Annexures - A, B (i, ii, iii & iv) & C.

3. **RECEIPT AND OPENING OF TENDER**

Sealed tenders should reach this office and be uploaded on PPRA website/EPADS 2.0 on or before 22-09-2026 ((Tuesday) by 12:00 p.m. The bids will be opened electronically on 22-09-2026 (Tuesday) at 12:30 p.m. in the presence of the bidders or their representatives electronically. In case of Government holiday next working day will be considered.

Bids should be placed in separate sealed cover i.e. marked as e.g. BID for Stationery etc. For any clarification or further information, the bidders may contact Secretary Purchase Committee Office of the Chief Commissioner Large Taxpayers' Office, Islamabad on Phone No. 051-9106136, 051-9106098.

4. **RATE**

Bidders should quote their rates in Pak Rupees inclusive of Sales Tax and other Government Taxes (Where applicable). Rates will be valid for one year up to 30.06.2027.

5. **BID SECURITY**

Bid may be accompanied with Rs. 50,000/- Fixed (Refundable) as earnest money for each category in favour of Drawing & Disbursing Officer LTO, Islamabad.

6. **BID VALIDITY**

Bids shall be valid for a period of 30 days after its receipt.

7. **RIGHT RESERVED**

The Purchase Committee reserves the right to accept/reject any or all tenders without assigning any reason. The competent authority reserves right to increase/decrease the quantity of staff /items mentioned in the tender.

8. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- ❖ Tender submitted without earnest money.
- ❖ Offers received after specified date and time.
- ❖ Offers received without any of documents required in tender.
- ❖ Concealment, misstatement etc.

9. EVALUATION

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be bidders experience, reputation and compliance to specification and rate. Sample may also be submitted where required.

10. SUPPLY

Supply will have to be made within one week of issuance of supply order.

11. TERMS OF PAYMENT

- ❖ The payment will be made in full after satisfactory delivery of the goods against invoices.
- ❖ Payment of services rendered will be made on monthly basis. Minimum wage rate as prescribed by the Government will be ensured.
- ❖ Income tax and sales tax at source will be deducted as per rules/order in vogue.
- ❖ Rates should be quoted inclusive of all applicable Government taxes.

12. GENERAL INFORMATION

- ❖ Company Name & Address.
- ❖ Year of establishment in Pakistan
- ❖ List of the other products marketed by the company.
- ❖ Offices in Pakistan



Muhammad Saqib Abbasi
SECRETARY PURCHASE COMMITTEE
LTO, ISLAMABAD

**JANITORIAL/ELECTRICIAN CUM PLUMBER & AIR-CONDITIONER
MECHANIC SERVICES**

PROVISION OF JANITORIAL STAFF	20 Janitors + 01 Supervisor	
CLEANING MATERIAL	Clause f (i to viii)	
AIR CONDITIONER MECHANIC	01	
ELECTRICIAN CUM PLUMBER	01	

Provision of Twenty (20) Janitorial Staff along with One (01) Supervisor who will perform the following duties:-

- a. Cleaning of officers/officials rooms including Basement, Ground floor, 1st, 2nd, 3rd & 4th floor Corridors with phenyl/puchara.
- b. Cleaning of parking area within the building premises.
- c. Cleaning of officers/officials wash rooms at Ground floor and 1st floor to 4th floor on daily basis.
- d. Cleaning of commode & Western/Indian Seats with Harpic cleaner.
- e. Cleaning of window glasses inner/ outer both sides of building.
- f. Provision/Placing of following items in wash rooms on daily basis:-
 - i. Small Soap
 - ii. Phenyl Tablets / Harpic
 - iii. Tissue rolls in wash rooms.
 - iv. Hygienic Tissues for officers wash rooms
 - v. Liquid hands wash in wash rooms.
 - vi. Replacement of Towels
 - vii. Placement of a reasonable fragrance in wash rooms.
 - viii. Puchara/Viper/Broom on monthly basis
- g. Taking away waste from office premises on daily basis.
- h. Cleaning of floors with buffing machine on weekly basis.
- i. Cleaning of drainage lines within the premises of the building on monthly basis.
- j. Cleaning of gutters / main holes within the premises of the building.
- k. Janitorial Staff shall remain in office from 08:00 a.m. to 04:00 p.m. however two janitor shall remain in office till 07:00 p.m.
- l. Electrician cum Plumber and AC Mechanic shall have relevant experience of 05 years or more.
- m. Electrician cum Plumber and AC Mechanic shall remain in the Office Premises from 08:00 a.m. to 05:00 p.m.
- n. Services of Janitors, Electrician cum Plumber and AC Mechanic will be required on gazetted holiday if the office is open and no compensation on account of extra service provided would be given.
- o. Any other work assigned.
- p. Number of Janitors can be increased/decreased keeping in view the requirements and shall be finalized at the time of agreement/award of contract.

SECURITY GUARDS SERVICES

It is informed that the Building of Large Taxpayers Office Islamabad is one of the high raised structure. In order to cope with the security threat, a dedicated security staff needs to be deployed to take due care of the situation arising from time to time. The building of Large Taxpayers Office is the main road which often used by a number of VVIPs, foreign dignitaries and High Government Officials besides a large number of general public. A continuous Argus eye needs to be placed upon them to supervise their deployment and working. A full fledged security staff consisting of Security Guards is a prerequisite to be deployed in the building.

This office intends to hire the Services of Security of Nineteen (19) Security Guards (18 Guards & 01 Supervisor) on the following Terms and Conditions:-

JOBS/TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES

- a. The firms will provide NOC from Ministry of Interior.
- b. The institute will maintain the attendance register for security personnel.
- c. The Security Guards should be physically fit & strong, mentally alert and preferably in the age group of 40-50 years. Minimum 10th Standard education is a must for the guards. Preference will be given to agency offering Ex-servicemen
- d. All security guards should wear clean uniforms, shoes, belts, caps, name plate and badges regularly supplied by the agency.
- e. Security Guards will be responsible for the security of LTO Building.
- f. Security Guards will also be responsible to check all incoming and outgoing vehicles at the gates. Any suspicious, doubtful, problems, they may report immediately to their supervisor who further report to Administrative Officer for necessary action.
- g. The Security Guards will have to maintain exemplary discipline and be polite always and should follow the rules of LTO, Islamabad issued from time to time.
- h. The duty hours of the Security Personnel will be 12 hours per day during the month.
- i. The Security Agency should sign an agreement for acceptance of contract.
- j. The period of contract is one year. The contract can be terminated without assigning any reasons by giving one month's notice on either side.
- k. The Security Guards are expected to know firefighting in case the situation demands.
- l. Materials or things should be allowed to move out of LTO Building only with proper gate pass issued by the Security Officer/ Administrative Officer. A register must be maintained for the materials movement.
- m. Monthly bills will be paid by cheque only to the agency and the institute will not take any responsibility to pay salary to the security guards of others.
- n. In case of emergency or on special occasions when more security guards are required by the office, additional security guards should be provided by the agency

at short notice in addition to the regular member of guards on additional payment at the agreed rates on man-day basis.

- o. The Security Guards should not be changed during the period of contract unless for valid reasons
- p. Security Company fulfilling the eligibility criteria as mentioned in Technical qualification will be evaluated on point basis. 60% marks are essential to qualify for bidding process.
- q. The Procurement Authority reserves the right to invite the next lowest bidder in case the 1st bidder is unable to complete the requisite equipments or pre-decided formalities.
- r. Services should be up to the standard and satisfaction of the Administration.
- s. Number of security personnel can be increased/decreased keeping in view the requirements and shall be finalized at the time of agreement/award of contract.

TECHNICAL QUALIFICATION EVALUATION MARKS

a. Security Firm having its own Training School duly accredited by MOI.	15 Nos.
b. Security Firm registered with EOBI and PESSI	10 Nos.
c. Security Firm having operational Experience of more than 20 years	10 Nos.
d. Firm having international and local clientele.	10 Nos.
e. Firm having over 12000 static guards nationwide.	10 Nos.
f. Firm with valid ISO Certificates	10 Nos.
g. Firm having valid AK-47 License.	10 Nos.
h. Vendor Number should be allotted from AGPR.	10 Nos.
i. The firms having audited accounts/reports for at least three years.	<u>15 Nos.</u>
Total Marks	<u>100</u>

LIFT OPERATOR / MAINTENANCE SERVICES (TORs)

- a. Age of operator must be between 25 to 40 years
- b. Minimum intermediate education is required.
- c. Operator must be physically fit and healthy.
- d. Minimum 5 years experience required in lift operating.
- e. Emergency Call Visits within 24 Hours. Parts shall be provided by LTO, Islamabad.
- f. Regular Inspections, Lubrication checks & Minor adjustments to Passenger Lifts.
- g. Planned Maintenance scheduling to minimize breakdowns.
- h. Maintenance of Log Card to be kept on site.
- i. Mandatory safety checks & Risk Assessment Reports to be submitted on monthly basis.
- j. Lift Parts' replacements, which shall be reimbursed by the office based on original manufacturer/supplier bills, subject to requirement, verification and approval.
- k. Other inspections if required.

DRIVERS SERVICES (TORs)

PROVISION OF DRIVERS	10 Nos.	
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- a. Driver have a valid, non-expired computerized National Identity Card (CNIC) issued by NADRA.
- b. Age between 21 and 40 years old at the time of initial deployment.
- c. A clean criminal record. The contractor must provide a recent Police Verification Certificate from the local police station (e.g. Islamabad Capital Territory Police/Rawalpindi)
- d. A valid computerized LTV (Light Transport Vehicle) driving license for normal official sedans/SUVs, or an HTV (heavy Transport Vehicle) license.
- e. License must be at least 3 to 5 years old.
- f. International driving permits or learner's permits are completely invalid for official government duty.
- g. Contractor must provide medical fitness certificate issued by Government Hospital Islamabad/Rawalpindi
- h. Must be at least Matriculate (10th Grade) passed. This ensure they can independently read traffic signs, fill out official vehicles logbooks, read route maps, and understand basic English vehicle dashboards.
- i. Must pass a basic practical test on routine vehicle maintenance, including checking fluid levels (oil, coolant, brake fluid), monitoring tire pressures, vehicle washing and identifying basic engine dashboard warning lights.
- j. Must understand how to accurately record daily mileage, fuel top-ups, signatures, and user details in the government mandated official vehicle Logbook.
- k. Number of Drivers can be increased/decreased keeping in view the requirements and shall be finalized at the time of agreement/award of contract.